



CLASSIFICATION TITLE: Risk & Safety Program Administrator	JOB NUMBER: 7173	AFFILIATION: Unaffiliated (Non-Union)
REPORTS TO: City Attorney	PAY GRADE: 21	FLSA STATUS: Exempt

GENERAL SUMMARY

Performs difficult skilled administrative support work administering a comprehensive risk management, safety management, and loss control program for the City of Richland in compliance with federal and state laws and regulations, and related work as apparent or assigned. Work is performed under the general direction of the City Attorney ("supervisor").

CORE VALUES

All employees are expected to model and foster the City of Richland's core values in the performance of their duties and their interactions while representing the City. The values of *Teamwork*, *Integrity*, and *Excellence* promote and maintain a high level of morale and productivity, and are the tie that binds all City employees together, across all functions.

ESSENTIAL JOB FUNCTIONS

To be successful in this position, an individual must be able to perform each essential function satisfactorily. Additional duties of a similar nature and level may also be assigned. The City may make reasonable accommodations to enable a qualified individual with disabilities to perform the essential functions.

- Works collaboratively with City management and employees to foster and maintain a culture which reflects the City's Shared Values; conducts activities with strict confidentiality and ethical principles; actively promotes City vision and strategy with employees and management; provides efficient and credible internal customer service; develops and maintains credibility in relationships with team members, management, and employees.
- Provides risk mitigation consultation to management. Serves as an advisor to City departments. Completes regulatory and best practice research on requirements, standards, practices, equipment, and compliance devices or methods.
- Analyzes property, general liability, safety loss trends, and exposures to potential future loss and other data; evaluates the adequacy of current insurance coverages; works with insurance carriers to resolve and adjudicate pending claims; evaluates

reserve and retention levels based on loss trends; recommends the addition of coverage types and/or change in coverage levels consistent with loss control and cost objectives.

- In conjunction with liability carrier, develops tracking and retrieval system for monitoring claims and potential claims filed against the City for property damage, personal injury, vehicle accident or other alleged loss; prepares reports identifying the status and fiscal impact of claims. Assists the City's insurance adjuster, departments, and attorney on gathering claims information, evaluating claims, minimizing City impacts, and ensuring corrective action is taken where necessary.
- Monitors insurance industry trends and risk management program initiatives and practices and loss patterns of other first class cities, or similar public/private entities.
- Develops, implements, and updates City's accident prevention program; serves as City's safety officer and staff coordinator to the City Central Safety Committee.
- In consultation with department directors, conducts special and periodic inspections to identify safety and environmental hazards; examines alternate risk management or loss control techniques; recommends risk management and mitigation measures and techniques; issues notices of hazards and required abatements; responds to the scene of employee personal injury accidents; prepares required reports on employee accidents and accident trends; coordinates programs and activities associated with risk management.
- Serves as a liaison between risk management and other departments; provides information and advice on risk management issues; investigates, mediates, and resolves complaints and allegations.
- In consultation with department directors, inspects accident scenes, injuries, and property damages; interviews witnesses; collects and preserves evidence; prepares investigative reports, and makes loss mitigation recommendations. Recommends remedial action to avoid future accidents or injuries; recommends procedural changes to eliminate the causes of accidents, injuries, and other losses.
- Conducts research, make recommendations and prepares City policies and procedures to implement provisions of WISHA/DOSH/OSHA and other regulations related to occupational safety and health; develops and maintains safety policy and procedures manual.
- Monitors health and safety legislative and regulatory changes; evaluates implications for City policies, programs and operations, and recommends changes to ensure compliance; stays abreast of industry practices and trends.
- Supports department management by serving as a liaison with safety officials of other governmental agencies, industry organizations and committees, and with representatives of state and federal regulatory agencies.

- In coordination with the City's emergency services departments and any related outside agencies, participates in developing and implementing a comprehensive City-wide emergency preparedness plan.
- Coordinates general risk management and safety training as required. May provide advice and consultation for department or division specific training as requested.
- Prepares analysis, reporting and statistical materials for the risk management and safety program (including workers compensation reporting and claims analysis). Maintains records and files on City risk and safety programs and activities.
- Plans, coordinates, schedules, implements and manages special projects in area of responsibility.

KNOWLEDGE, SKILLS AND ABILITIES

The requirements listed below are representative of the knowledge, skill, and/or ability required to successfully perform the essential functions of the position.

Knowledge of:

- Principals, practices, methods and techniques of developing and administering risk management, safety management and/or loss control programs, particularly related to ensuring adequate general and financial liability protection.
- Federal and state laws and regulations governing workplace risk management, occupational health and safety, asset protection and workers compensation, specifically but not limited to the Washington Industrial Safety & Health Act (WISHA), the Occupational Safety & Health Act (OSHA), and the Department of Occupational Safety and Health (DOSH).
- Practices and procedures for managing, administering, analyzing, adjudicating and litigating claims.
- Methods of identifying exposure to loss and investigating and correcting industrial and environmental hazards.
- City functions, programs and operations, including field staff operations and associated occupational health and safety and loss control/prevention issues and challenges.
- City policies and procedures for reporting property damage and personal injury for adjudicating associated claims.
- State Industrial Insurance System regulations, procedures and requirements.
- Property casualty and liability insurance trends and practices.
- Other City policies and labor contract provisions.

Skills and Abilities to:

- Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.
- Understand, read, learn, interpret, apply, explain, and apply complex laws, regulations, policies, practices, and procedures.
- Plan, organize and implement effective risk management, safety management, safety training and/or loss control programs for a public entity.

- Analyze, classify and rate risks, exposures and loss expectancies.
- Evaluate alternatives and reach sound conclusions.
- Analyze a variety of administrative problems, adopt an effective course of action, and make sound policy and procedural recommendations.
- Analyze insurance policy provisions.
- Conduct efficient and thorough investigations of damage and injury claims.
- Participate as requested in hearings and litigation of claims.
- Collect, evaluate and interpret data in statistical and narrative form.
- Communicate effectively orally and in writing; use and comprehend English effectively, including producing all forms of communications in a clear, concise and understandable manner to intended audiences.
- Maintain accurate and complete program records and files.
- Organize and prioritize a variety of projects and multiple tasks in an effective and timely manner; work independently with little or no direction, set priorities and meet deadlines.
- Operate a variety of modern office equipment and personal computers using standard or customized software application programs appropriate to assigned activities.
- Use tact, initiative, prudence, and sound independent judgment within general policy, procedural, and legal guidelines.
- Provide continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality customer service.

SPECIAL REQUIREMENTS

- Obtain Associate of Risk Management (ARM) or Certified Safety Professional (CSP) certification within two (2) years of hire.
- Valid driver's license.

EDUCATION AND EXPERIENCE

Associate or Technical degree in Risk Management and Insurance (RMI), Business Administration or related field; and three (3) years of experience in risk management, or equivalent combination of education and experience.

COMPETENCIES

Foundational

- Use Technical/Functional Expertise: Displays an appropriate depth of knowledge and skills as required for the position and commensurate with the time in class. Uses technology as appropriate for the position. Seeks additional knowledge and information to continually enhance knowledge in areas of specialty.
- Be Accountable for Performance: Actively shows responsibility, reliability, and trustworthiness. Ensures work and information are complete and accurate. Admits

mistakes and looks for ways to improve. Models self as dependable and reliable. Follows up with others to ensure agreements and commitments have been fulfilled. Values the importance of team and organizational success. Independently takes action to influence events, to improve own or organizational performance and to promote the goals of the organization.

- Provide Excellent Customer Service: Anticipates, assesses, and responds effectively to the needs of diverse customers, both internal and external, providing consistently excellent service that is timely, accurate, courteous, and respectful.
- Communicate Effectively: Uses verbal and written skills effectively to ensure that information is successfully shared throughout the organization. Relates well to a range of people. Shows sensitivity to the needs of others. Demonstrates ability to build rapport and facilitates mutual understanding.
- Work Safely: Knowledge and application of relevant safety requirements that apply to the specific work being done. Recognizes and mitigates safety hazards on the job. Observes rules and regulations to comply with personal and workplace safety standards. Works to create a hazard-free, accident-free environment.

PHYSICAL REQUIREMENTS AND WORKING ENVIRONMENT

WORKING CONDITIONS

The work environment characteristics described are representative of those an employee encounters while performing the essential functions of this job. The physical demands described below are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

This work requires regular and punctual attendance at the office or other assigned locations; work requires occasional exertion of up to 10 pounds of force; work regularly requires speaking or hearing and using hands to finger, handle or feel, frequently requires sitting, and occasionally requires standing and walking; work has standard vision requirements; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications, and/or to make fine distinctions in sound; work requires preparing and analyzing written or computer data, visual inspection involving small defects and/or small parts, using of measuring devices, operating motor vehicles or equipment, and observing general surroundings and activities; work has no exposure to environmental conditions; work is generally in a quiet location (e.g. business office, light traffic).

Authorization (for Archive)

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job classification does not constitute an employment agreement between the City of Richland and any employee and is subject to change by the City as the needs of the City and requirements of the job change.

	
Human Resources Manager	Date
	
Department Head	Date
	
City Manager or Authorized Designee	Date